



Minute Taking Skills - E-Learning Course

You have been asked to “take the minutes” at a meeting. What does that mean? What should I note? How much should I write down? What if I don’t understand what they are all talking about? What is my role? The pressure is on!

Who is the course for?

Our Minute Taking Skills e-learning course is ideal for those new to minute taking, and for more experienced Minute Takers who would like new techniques or a refresher.



Course Duration (depends on learner experience):

Between 90 minutes and 3 hours

The Roles of the Chair and Minute Taker

Objectives

- Identify the steps of a meeting
- Clarify the roles of the Chair and Minute Taker

Minute Taker Behaviour

Objectives

- Develop assertive techniques to manage difficult behaviour in a professional way

Agenda and Writing Minutes

Objectives

- Creating an objectives based agenda
- Be able to write action and summary minutes

Note Taking and Practise

Objectives

- Note taking styles—linear and non-linear
- Practise your note taking (4 practise sessions)

Mind Mapping Practise

Objectives

- Develop a method of note taking using a mind map
- Collate linear notes using a mind map

Creating a Meeting Brief

Objectives

- Create a meeting brief
- Produce an action checklist and summary minutes

“Having access to an online course which includes videos that accurately portray meetings in progress has proved invaluable for our students to practise their newly gained minute taking skills.”

Lyn Barwick, Product & Training Director, Pitman Training Group

